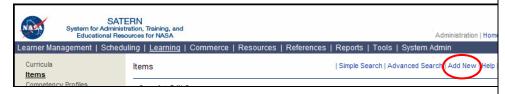
Job Aid: Learning Center (LC) or Library Management

Tasks

- A. Add a Resource as an Item
- **B.** Complete the Design Data Tab
- **C.** Complete the Delivery Data Tab
- D. Complete the Catalog Tab
- E. Complete the Subject Area Tab
- **F.** Complete the Custom Fields Tab
- **G.** View / Delete Request

Task A: Create a LC or Library Resource as an Item

To create a new Item, click on Learning → Items → Add New



- 2. Enter the following information:
- O Item Type: LC
- O Item ID: (CENTER-UPPER CASE ALPHA/NUMERIC CHARACTERS)
- O Title: LC COURSE TITLE (ALL CAPS)
- O Classification: Instructor Led (This allows the request function to work)
- O Source ID: Internal
- O **Domain ID:** (Be sure to change this to your Center)
- O **Delivery Method**: Select what fits the program best
- Assignment Type ID: Optional
- O **Approval Process ID:** Not required unless using the request function. Click on arrow, Click Search, Select **1Step_LC**
- Approval Required: (Depends on your Center. For example GRC checks this ONLY when it is a Satellite Broadcast)
- O Active: Make sure it is checked
- O **Description:** Cut and paste description or objectives from catalog or other resource. Include other instructions. For example, GRC adds this blurb:

[[HOW TO APPLY FOR LEARNING CENTER COURSES: Learning Center courses are identified by an LC preceding the title. Select "Add To Learning Plan" to use at a later date or, if you would like to make arrangements to use it now, click on "Request Schedule." You will need to indicate the date by which you need the training and then click "Request." Learning Center staff will contact you with further instructions.]]

- O **Comments:** (Use this field if you like learner does NOT see this, only Admins.)
- O **Learner Materials:** (Use this if you like cut and paste from the description, if needed.)

3. Click the Add Add button. The entered Item Type: LC information displays Item ID: ARC-CM101 on the **Summary** Revision Date: 12/13/2006 06:20 PM EST Revision Number: tab. Pricing Chargeback Catalogs Subject Areas Standard Options Online Settings Notifications Materials Objectives Grading Options Cost Calculation Curricula Competencies **Custom Fields** Requests Rqst Reasons Substitutes Design Data Delivery Data Tasks Prerequisites Documents Summary Edit the Item Apply Changes Revise... Reset Copy Item... Delete * = Required Fields LC CHANGE INFLUENCE Title: Classification: Instructor-Led 🔻 INTERNAL Source ID: ARC * Domain ID: VIDEO Delivery Method ID: OPTIONAL Assign. Type ID: 1STEP_LC Approval Process ID: 5. If edits to data are Apply Changes made on the Summary tab, click **Apply Changes** before leaving the screen to save the changes.

Task B: Complete the Design Data Tab

Click the **Design Data** Pricing Chargeback Catalogs Subject Areas Standard Options tab. Cost Calculation Online Settings Notifications Materials Objectives Grading Options Curricula Competencies Custom Fields Requests Rqst Reasons Substitutes Delivery Data Summary Design Data Prerequisites Documents Tasks Edit the Design Data for the Item 2. Enter/select all Contact Hours: Total time of course required information. O Contact's Email (Specialist's e-mail goes into this field that will receive email request for this item) Audience (recommended) 3. Click the **Apply** Apply Changes Changes button.

Task C: Complete the Delivery Data Tab

Click the **Delivery** Pricing Catalogs Chargeback Subject Areas Standard Options Data tab. Materials Cost Calculation Online Settings Notifications Objectives Grading Options Curricula **Custom Fields** Rqst Reasons Substitutes Competencies Requests Design Data Delivery Data Prerequisites Documents Tasks Edit the Delivery Data for the Item O Length: Total length of course in hours 2. Enter/select all Min. Registration: 1 required information. O Max. Registration: 1 or higher) Click the **Apply** 3. Apply Changes Changes button.

Task D: Complete the Catalog Tab

Click the *Catalogs* tab. Pricing Chargeback Catalogs Subject Areas Standard Options Online Settings Notifications Materials Objectives Grading Options Cost Calculation Curricula Competencies **Custom Fields** Requests Rost Reasons Substitutes Prerequisites Tasks Summary Design Data Delivery Data Documents Edit Item Catalogs 2. Enter a Catalog ID. Add this Item to a Catalog Enter Catalog ID or add one or more from list **Note**: If you do not know the ID, use the ARC Catalog ID: Add Associated Future Schedules Offerings to the Catalog add one or more from list link to conduct a search and select the ID from a list. 3. Click the Add button. Add 4. Repeat this process for Learner that have have access to the Catalog/s, can now selfassign the Item to their own Learning Plan. each Catalog that you want to the Item in.

Task E: Complete the Subject Area Tab

Click the **Subject** Pricing Chargeback Catalogs Subject Areas Standard Options Areas tab. Online Settings Notifications Materials Objectives Grading Options Cost Calculation Curricula **Custom Fields** Substitutes Competencies Requests Rost Reasons Summary Design Data Delivery Data Prerequisites Documents Tasks Edit Subject Areas for the Item 2. Enter a Subject Area Add a Subject Area to an Item ID. Enter Subject Area ID or add one or more from list **Note**: If you do not Add 3F Subject Area ID: know the ID, use the add one or more from list link to conduct a search and select the ID from a list. 3. Click the **Add** button. Add

Task F: Complete the Custom Fields Tab

Click the **Custom** Pricing Chargeback Catalogs Subject Areas Standard Options Fields tab. Online Settings Notifications Materials Objectives Grading Options Cost Calculation **Custom Fields** Requests Rqst Reasons Substitutes Curricula Competencies Tasks Summary Design Data Delivery Data Prerequisites Documents 2. Enter/select all On Duty Hours required information. Off Duty Hours Purpose of Training Type of Training Type of Training Sub-Code Source of Training Special Interest Code Academic Credit Code Training Credit Type Code **Direct Cost Code** Per Participant Cost **Books and Materials Cost** Other Direct Cost Indirect Cost Code Travel Per Diem Funding Organization o POC 3. Click the **Apply** Apply Changes Changes button.

Task G: View / Delete Request

1. Each day at 1:00 pm ET, SATERN sends a notification of all item requests to the address in the Contact's Email field of the items' Design Data tab.

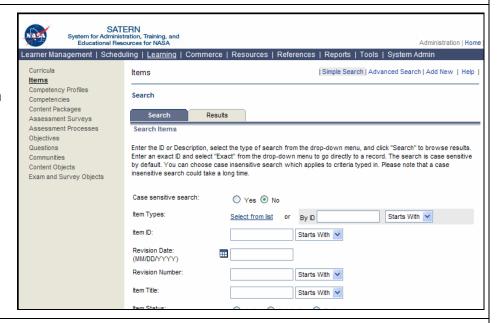
The subject will be: SATERN Item
Scheduling Demand
Notification

Date: Wed, 5 Jul 2006 13:00:58 -0400 (EDT)
From: NASA-satem@NASA.GOV
To: learningcenter@grc.nasa.gov
Subject: SATERN Item Scheduling Demand Notification
X-Sanitizer: NASA GRC mail filter
X-imss-version: 2.040
X-imss-result: Passed
X-imss-scores: Clean:99.90000 C:2 M:4 S:5 R:5
X-imss-settings: Baseline:2 C:2 M:2 S:3 R:3 (0.1500 0.1500)
The following Items have met the minimum threshold for additional scheduling.

LC, GRC-8G1264, 4/27/2006 12:00 AM EST, ==LC A.C.E IT: HOW TO SOLVE TOUGH WORK PROBLEMS== (1)

LC, GRC-8H0718, 4/27/2006 12:00 AM EST, ==LC AMERICAN SIGN LANGUAGE== (1)

To view the request, click on Learning → Items. Under the Search tab, find the requested item(s) from the information on the email notification.



3. Click the **Search** button.

Identify the course you are looking for and

click on View.

Search

